



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
ALBANY, GEORGIA 31704-5000

BO 4423.5A  
820:wam  
12 Aug 1985

BASE ORDER 4423.5A

From: Commanding General  
To: Distribution List

Subj: Microfilming of Weapon System/Equipment Management  
Directorate Historical Provisioning Documentation

Ref: (a) MCO 5210.11C  
(b) MCO 5210.12E  
(c) BO 5212.1D  
(d) SECNAVINST P5212.5B

1. Purpose. To provide instructions for the control, transfer, and disposition of documentation accumulated by Integrated Logistics Support (ILS) Divisions during the weapon system/equipment acquisition process.

2. Cancellation. BO 4423.5.

3. Background

a. Reference (a) states the objectives of the Records Management Program and provides a definition of records management as "an active continuing program of managing and controlling the creation, maintenance, use, and disposition of the records used within an organization to document and transmit its business."

b. Reference (b) establishes the Marine Corps Technical Repository and publishes policy and responsibilities for the operation; this includes the positive, continuing control over the receipt, storage, maintenance, retrieval, and timely distribution of technical data. Reference (c) establishes the responsibility for the implementation and states the objectives of the Document Management Program for the Base records.

4. General

a. During the acquisition process, planning, decision, and action information as well as technical documents are received, created and maintained by Weapon System/Equipment managers within the ILS Divisions in Provisioning Project Files. The nature and number of documents accumulated will vary from one provisioning project to another. Upon project completion, the documents will be transferred to Technical Support Division for microfilming

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and retention. The provisioning project files must be reviewed and inventory listings prepared which categorize the documents into the following groups.

(1) Financial Data

- (a) Input/output sheet.
- (b) Provisioning Program Document.
- (c) Provisioning Financial Plan.
- (d) Provisioned Item Order.
- (e) Other pertinent related documents.

(2) Planning/Action Documents

- (a) Letter of Adoption and Procurement.
- (b) Military Interdepartmental Purchase Request.
- (c) Marine Corps Purchase Request.
- (d) Procurement Work Order.
- (e) Contract for end item/Provisioning Technical Documentation/Repair Parts.
- (f) Provisioning Guidance Data-Part 2.
- (g) ID number assignment request forms.
- (h) Other pertinent related documents.

(3) Planning Schedules and Action

- (a) Integrated Logistics Support Plan.
- (b) Provisioning Performance Schedule.
- (c) Provisioning Milestone Schedule.
- (d) Rescheduling requests.
- (e) Other pertinent related documents.

(4) Correspondence

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(a) \*Incoming messages, letters, memorandums, etc.

(b) \*Outgoing messages, letters, memorandums, etc.

\*NOTE: Only that necessary to support the data elements described in paragraph 4a above.

(5) Provisioning Source Documents

(a) End Item Data File (H-11).

(b) Organizational File (H-12).

(c) Maintenance/Non-maintenance File (H-13).

(d) Project Requirement File.

(e) Attainment/Support Test.

(f) Factor/Computation File.

(6) Initial Issue (II) Documentation

(a) Authorization for release of II.

(b) 1st Bi-Branch review records.

(c) 2nd Bi-Branch review records.

(d) 3rd Bi-Branch review records.

(e) Constant Data Sheets.

(f) Unit Identity Sheets.

(g) II tailored/consolidated listings.

(h) II Control File (H-16).

b. The information to be retained/stored for future reference will be microfilmed. Microfilming will afford visibility of the transferred documentation for the ILS Branches and eliminate unnecessary retrieval with a minimum of file space and maintenance.

5. Action

a. ILS Division responsibilities (Codes 830/840)

(1) The ILS Divisions are responsible for the accumulation and maintenance of all original documents created or received from the time of a weapon system/equipment's conception until one of the following conditions is met.



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(a) HQMC provides the actual "In Service" date.

(b) When interpurpose code transfer is effected for projects not requiring an initial issue.

(2) After one of the above conditions is accomplished, the ILS Division will begin the review of documentation and prepare Provisioning Project Files for transfer to the Technical Support Division as follows:

(a) Segregate the documents as described in paragraph 4.

(b) Prepare an inventory listing for the documentation described in paragraph 4a.

(3) Upon completion of the document preparation, a memorandum will be written to Technical Support Division stating that the transfer of documentation is required. Also, request assignment of a representative to review the information to be microfilmed and effect the transfer.

(4) Upon conclusion of the transfer preparations and the review with Technical Support Division, ensure:

(a) That a signed copy of the inventory listing is retained.

(b) That the microfilm of the transferred documentation is received from the Technical Support Division within 30 days after the transfer date. If the microfilm is not received, follow-up with an inquiry.

(c) Establish and maintain a file for the microfilmed documentation. Retention and disposal will be per reference (d).

(d) Compliance with the provisions of reference (c) in effecting the transfer of documents.

b. Technical Support Division (Code 850) responsibilities

(1) In response to the ILS Division memorandum of paragraph 5a(3) above, assign a representative for the review and establish the date and time the representative will be available.

(2) The assigned representative will review the document inventory listing with the ILS Division personnel and establish a microfilming plan.

(3) To effect the documentation transfer, ensure that both Division representatives sign the original copy of the inventory listing and provide a copy to the ILS Division. Also, physically

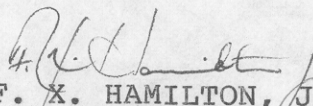


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move the documentation to Technical Support Division for micro-filming.

(4) Process the microfilming and forward to the ILS Division within 30 days.

(5) In the event of reprovisioning or follow-on provisioning, hard copy prints of the microfilmed documentation will be provided to the ILS Division upon request.

  
F. X. HAMILTON, JR.  
Deputy Commander

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